United Nations DP/FPA/2008/2

Executive Board of the
United Nations Development
Programme and of the
United Nations Population Fund

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UNFPA – Report of the Advisory Committee on Administrative and Budgetary Questions on the estimates for the biennial support budget for 2008-2009

UNITED NATIONS POPULATION FUND

ESTIMATES FOR THE BIENNIAL SUPPORT BUDGET FOR 2008-2009

Report of the Advisory Committee on Administrative and Budgetary Questions

1. The Advisory Committee on Administrative and Budgetary Questions has considered the report of the Executive Director of the United Nations Population Fund (UNFPA) on the estimates for the biennial support budget for 2008-2009 (DP/FPA/2008/1). During its consideration of the report, the Advisory Committee met with the Deputy Executive Director and other representatives of UNFPA, who provided additional information and clarification.

I. Budget format and presentation

2. The biennial support budget for 2008-2009 is presented for the first time in a harmonized results-based budgeting format agreed upon by UNDP and UNICEF, based on its strategic plan 2008-2011 (see para.8 below). The budget estimates incorporate 16 results-based budget functions, with the largest share of increases in function 4, programme guidance, management and oversight, as shown in table 3 and explained in paragraphs 12 and 52 to 123. The Committee notes that some differences exist in the use of terminology by UNFPA and the United Nations Secretariat. Upon enquiry, the Committee was informed that these differences were due to the common approach developed with the United Nations Development Group, with a view to harmonizing the budget presentations of UNFPA, UNDP and UNICEF.

3. **The Committee notes the efforts of UNFPA to implement results-based budgeting. The Committee notes that the presentation, as it is currently formulated, continues to be too general and does not provide distinct information on links with specific programmes of work**

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or activities. In addition, it does not allow assessment of cost effectiveness and the degree of achievement of expected results. The Committee recognizes with UNFPA that the results-based approach is a work in progress. In this connection, the Committee was informed that UNFPA will continue its efforts to improve indicators and linkages between the management and the programme activities.[1] **The Advisory Committee reiterates its previous request that UNFPA, UNDP and UNICEF take into account lessons learnt by other United Nations entities that have already implemented results-based budgeting techniques** (DP/FPA/2005/14, para.3).

4. **In order to ensure greater budgetary transparency, it is important to include in the support budget submission information on major objects of expenditure under post and non-post costs. Within non-post costs, information should be provided on sub-headings (other staff costs, non-staff compensation, consultants and experts, travel of representatives, travel of staff, contractual services, general operating expenses, hospitality, supplies and materials, furniture and equipment, grants and contributions) as is being done by the United Nations Secretariat. The Advisory Committee recommends that these changes to the format of budget submissions be considered by the Executive Boards of all funds and programmes.**

II. Estimates for 2008-2009

5. As indicated in table 1 and paragraphs 17-19 of the support budget, total income is expected to increase from $910 million in 2006-2007 to $1,263 for the biennium 2008-2009, an increase of 38.8 per cent. Of this total, $863 million is from regular resources (an increase of 15.5 per cent) and $400 million is from other resources (an increase of 145.4 per cent). These projections are based on the anticipated continuation of the substantial increases in donor contributions, both for regular and other resources. In its report DP/FPA/2005/14, the Committee encouraged UNFPA to continue to intensify its fund-raising activities, not only to maintain the level of resources but also to attain further positive results. **The Committee commends UNFPA for successfully expanding its donor base and for the progress made in increasing donor contributions.**[2]

6. The biennial support budget for the biennium 2008-2009 is estimated at $259.8 million gross ($235.8 million net), reflecting a gross increase of 24.3 per cent, compared to the 23.2 per cent increase for 2006-2007. UNFPA will fund the gross budget through $235.8 million from regular resources, and $24 million from the projected cost recovery which is presented under the additional resources column in table 1. In paragraph 29 of the support budget, UNFPA indicates that the increase in the proposed support budget should be viewed in the context of the projected total income growth of 38.8 per cent for 2008-2009 versus the 21.3 per cent increase estimated for 2006-2007. The main areas of increases and decreases are summarized in table 2 of the support budget.

[1] DP/FPA/2008/1, paras. 4 and 11.
[2] Ibid., paras. 17 and 18.

7. The Advisory Committee notes the proposed increase in the allocation to programmes for the biennium 2008-2009 to $1,038.4 million, or 77.8 per cent of the total, compared to $718.2 million, or 76.7 per cent of the total for 2006-2007. The Committee further notes the decreased share of the biennial support budget in the use of total resources from 22.3 per cent for 2006-2007 to 19.5 per cent for 2008-2009, which is in line with the recommendations of the Committee in paragraphs 6 and 8 of its earlier report (DP/FPA/2005/14). However, **the Committee wishes to point out that liabilities to be funded for After Service Health Insurance, replenishment of the operational reserve and additional expenses on account of the United Nations mandated security requirements are increasing expenditure on support activities at the cost of programme activities. It therefore recommends that UNFPA continue to exercise scrutiny of programme support cost so as to ensure an even higher allocation of funds for programmes.**

8. The UNFPA strategic plan 2008-2011, approved by the Executive Board in its decision 2007/40, identifies nine management outputs in the management results framework.[3] The estimated budget resources for these nine management outputs are presented in supplementary table I under paragraph 16 of the support budget. To achieve the management outputs, the biennial support budget for 2008-2009 includes: (a) a revised organizational structure; (b) enhanced capacity for selected headquarters offices; and (c) cost increases arising from salary scales and post-adjustment values, including after-service health insurance.[4]

9. Proposed post changes in the field and at the headquarters of UNFPA are provided in table 4 under paragraph 53 of the support budget. The total number of posts would increase from 1,031 in 2006-2007 to 1,119 in 2008-2009, a net increase of 88 posts, with 122 more posts in the field and 34 less posts at headquarters. The revised organizational structure would include (a) further strengthening of country offices, through creation of new posts and reclassification of existing posts; and (b) relocation of geographical divisions from headquarters to the field and the establishment of five regional offices and six sub-regional offices.[5] Details of the post requirements and the impact of the regionalization are provided in paragraphs 31 to 43 and 44 to 48 respectively. The one-time costs of the new structure are estimated at $28.4 million.[6] Upon enquiry, the Committee was provided with the organigrammes approved for 2006-2007 and proposed for 2008-2009, which are included as annex I of this report. In addition, the Committee was provided with the following overview of post changes.

[3] Ibid, paras. 9 to 13 and 16.
[4] Ibid., para. 14.
[5] Ibid., para. 15.
[6] Ibid., paras. 24 to 26.

Summary	Posts	Grade
Approved for the biennium 2006-2007		
Field	796	18 D-1, 62 P-5, 29 P-4, 263 NO, 424 GS
Headquarters	235	1 USG, 2 ASG, 9 D-2, 23 D-1, 39 P-5, 41 P-4, 8 P-3, 2 P-2, 110 GS
Total	1,031	1 USG, 2 ASG, 9 D-2, 41 D-1, 101 P-5, 70 P-4, 8 P-3, 2 P-2, 263 NO, 534 GS
Vacant posts as at December 2007		
Field	12	1 D-1, 9 P-5, 2 P-4
Headquarters	10	6 P-5, 4 P-4
Total	22	1 D-1, 15 P-5, 6 P-4
Proposed new posts for the biennium 2008-2009		
Field	157	5 D-2, 7 D-1, 7 P-5, 18 P-4, 30 P-3, 1 P-2, 39 NO, 50 GS
Headquarters	43	2 D-2, 8 D-1, 9 P-5, 8 P-4, 1 P-3, 1 P-2, 14 GS
Total	200	7 D-2, 15 D-1, 16 P-5, 26 P-4, 31 P-3, 2P-2, 39 NO, 64 GS
Proposed abolished posts for the biennium 2008-2009		
Field	(35)	1 D-1, 1 P-5, 3 P-4, 26 NO, 4 GS
Headquarters	(77)	5 D-2, 11 D-1, 13 P-5, 11 P-4, 1 P-3, 36 GS
Total	(112)	5 D-2, 12 D-1, 14 P-5, 14 P-4, 1 P-3, 26 NO, 40 GS
Proposed upward reclassifications for the biennium 2008-2009		
Field	97	16 P-5 to D-1, 7 P-4 to P-5, 45 NO, 29 GS
Headquarters	16	1 P-5 to D-1, 2 P-4 to P-5, 2 P-3 to P-4, 11 GS
Total	113	17 P-5 to D-1, 9 P-4 to P-5, 2 P-3 to P-4, 45 NO, 40 GS
Proposed downward reclassifications for the biennium 2008-2009		
Field	29	5 D-1 to P-5, 9 NO, 6 GS
Headquarters	2	2 GS
Total	22	5 D-1 to P-5, 9 NO, 8 GS
Total posts for the biennium 2008-2009		
Field	**918**	**5 D-2, 35 D-1, 64 P-5, 37 P-4, 30 P-3, 1 P-2, 276 NO, 470 GS**
Headquarters	**201**	**1 USG, 2 ASG, 6 D-2, 21 D-1, 36 P-5, 38 P-4, 6 P-3, 3 P-2, 88 GS**
Total	**1,119**	**1 USG, 2 ASG, 11 D-2, 56 D-1, 100 P-5, 75 P-4, 36 P-3, 4 P-2, 276 NO, 558 GS**

10. UNFPA indicates that the rationale behind the proposed structural and post changes is the country context and the new aid environment in which the agency finds itself. Upon enquiry, the Committee was informed that as a small organization, UNFPA has provided technical and financial support for government led and managed projects in support of national development. Developments in the area of international aid, including the Millennium Summit and the World Summit in 2005, have led to new global financing mechanisms and new sources of financing. This has added new challenges for UNFPA in supporting national governments in claiming these resources. UNFPA is no longer trying only to leverage resources for its own programmes of support, but playing an active role in working with governments and the United Nations country team to attract resources required for national priorities, some of which may be channelled through UNFPA. In general, proposals ought to be developed at the country level and, therefore, UNFPA representatives need to take on a proactive role.

11. UNFPA requests the Executive Board to approve an increase in the proportion of UNFPA representatives at the D-1 level from 25 per cent to 40 per cent of the total number of UNFPA representatives.[7] Information on the proposed changes in senior posts for both the headquarters and

[7] Ibid., paras. 34 and 124.

the field is contained in summary table 2 on page 39 of the support budget. Upon enquiry, the Committee was informed that the current level of 25 per cent was established by the Executive Board in its decision 95/35 and has not changed since 1995. Significant changes have taken place over the last decade in the aid environment in which UNFPA operates, and the role and responsibilities of Country Directors (now UNFPA Representatives) have evolved accordingly. In addition, UNFPA must position itself to shoulder greater common system management responsibilities within the United Nations country team. In 2006, UNFPA undertook a review of the reclassification of its Representative positions with the assistance of the consultancy firm that assisted the ICSC in developing the new classification standards in 2004. Based on this classification review, UNFPA proposes the upgrading of 16 posts from P-5 to D-1 and the downgrading of five posts from D-1 to P-5. It also proposes four new D-1 posts for the regional and sub-regional offices and abolition of one D-1 post at the country level. As a result, the number of posts at the D-1 level would increase from 18 in 2006-2007 to 32 in 2008-2009. This would represent 39 per cent of the total number of UNFPA Representatives, within the proposed ceiling of 40 per cent of UNFPA Representatives at the D-1 level. UNFPA believes that its underlying structures cannot remain static in a rapidly evolving programme environment, and that by approving a percentage, rather than a fixed number of D-1 positions attached to specific duty stations, the Executive Board would re-affirm the Fund's existing flexibility granted by the Board's decision 95/35.

12. The Committee was provided with the following summary of the 135 reclassifications of posts proposed by UNFPA.

Summary of the proposed reclassifications

Field			
Representatives	16	5	21
Other international professional posts	7		7
Total international professional posts	23	5	28
Local posts (NP and GS)	74	15	89
Total	**97**	**20**	**117**
Headquarters			
International professional	5		5
General service	11	2	13
Total	**16**	**2**	**18**
Total Field and Headquarters			
International Professional	28	5	33
National professional and General service	85	17	102

With regard to these classifications, the Committee was informed that UNFPA adheres strictly to the ICSC classification standards. It was also informed that, while recognizing the legitimate career development aspirations of its staff, UNFPA bases its proposals on a thorough review of the functions of the posts rather than the individuals assigned to them. As UNFPA does not have a

Classification Officer, the relevant work is outsourced to other United Nations organizations and accredited external consultants, which, in the view of UNFPA, contributes to the objectivity and neutrality of the process. **The Committee notes that a similar approach is taken by other funds and programmes and is concerned that the result should indeed reflect objective needs, rather than the career development of the staff.** Upon enquiry, the Committee was informed that of the 135 proposed reclassifications, not all have been confirmed for reclassification. The Committee requested, but did not receive, information on the cost of the proposed reclassifications. **The Committee requests that this information, along with the status of reclassifications proposed for 2008-2009, be submitted to the Executive Board, as well as the number and cost of reclassifications in 2006-2007, so as to enable the Board to better analyze increased expenditure on the support budget.**

13. In its reports on UNFPA's biennial support budgets for the biennia 2004-2005 and 2005-2006 (DP/FPA/2003/12 and DP/FPA/2005/14), the Committee pointed out the need for better justification for reclassifications and indicated that career prospects and promotions of staff are human resource management issues that cannot normally be handled through reclassification of posts. Further, the Committee recalls the request of the Executive Board to the Executive Director to exercise "highest possible prudence and transparency while implementing the reclassification of posts, in the light of the comments made in the ACABQ report" (DP/FPA/2002/10). **The Advisory Committee remains concerned at the large number of posts proposed for reclassification and reiterates its comments thereon. It points out that these reclassifications constitute a recurrent cost to UNFPA, with a potential impact on the future availability of resources for programme activities.**

14. **The Advisory Committee is of the opinion that at this stage, the percentage of the total number of D-1 positions should remain at 25 per cent and that UNFPA should resubmit its proposal in the context of the biennium budget 2010-2011, with full justification and with details of reclassification effected during 2006-2007 and 2008-2009.**

15. UNFPA has also proposed conversion of 15 posts of operations managers from national to international posts. In addition, UNFPA has proposed creation of eight international posts, 2 for country offices and 6 for the new regional and sub-regional offices. The total number of operations managers in 2008-2009 would thus be 65, of which 23 would be international and 42 national officers. The Committee points out that the United Nations is committed to building national capacity in developing countries and that the proposed conversion from national to international posts in this case goes in the opposite direction. Upon enquiry, the Committee was informed that UNFPA's emphasis on building national capacity in country offices was the reason for originally establishing 44 posts of operations managers at the national officer level in 2003. The Committee was further informed that UNFPA had experienced difficulties in recruitment for these posts, which in some cases could be attributed to lack of qualified national candidates as well as to increased competition from other United Nations organizations where posts of a similar nature are graded at the international level. In addition, competition from other multinational organizations and the private sector makes it increasingly difficult to recruit and retain competent staff members in some local markets.

16. **The Committee notes the initiative by UNFPA to establish these posts at the national level and recommends that it keep the matter under review to ensure that national officers are used as far as possible, consistent with the efficient operations of the offices.**

III. ERP and IPSAS

17. A provision of $6 million is proposed for continuing development of the Enterprise Resource Planning system (Atlas), including approximately $2.1 million for preparing for the implementation of the international public sector accounting standards, in January 2010. The investment in Atlas would reach a total of $28.9 million for the period 2002-2009. [8] Upon enquiry, the Committee was provided with the following summary of investments in Atlas and achievements:

	2002-2005	2006-2007	2008-2009
Budget	US$13.8 Million	US$8.9Million	US$6.0Million
Achievements	Together with partner agencies, implemented 17 Modules of PeopleSoft in all UNFPA offices	Implemented additional modules such as eProcurement, eRecruitment, EPM planning and budgeting. Started the implementation of HR and payroll for international professional staff	IPSAS implementation, upgrade to PeopleSoft 9.0, Deployment of business intelligence tool, aligning programme module with strategic plan

18. The Advisory Committee had requested UNFPA to quantify, and incorporate in the context of the biennial support budget for 2008-2009, administrative efficiencies and savings in post and non-post resources associated with the implementation of the ERP.[9] In paragraph 7 of Annex 1 of the support budget, UNFPA indicates that the impact of the ERP on administrative processes has meant faster processing, better quality information and faster reporting, together with the integration of various databases. The system, however, has not yet reduced the workload requirement. On the contrary, for example, the segregation of duties and the approval process, which led to improved internal controls, also imposed additional workloads on UNFPA structures. **The Committee is convinced that an investment of such a magnitude should lead to tangible savings, both in post and non-post expenditure. Therefore, the Committee recommends that UNFPA quantify savings and efficiency gains in the context of the next biennial budget. Given the fact that implementation of IPSAS and the upgrading to PeopleSoft 9.0 would be completed during 2008-2009, the Committee expects resource requirements in the next biennium to be limited to projected maintenance costs.**

IV. Travel of staff

[8] Ibid. para. 23
[9] DP/FPA/2005/14, para. 17.

19. Upon enquiry, the Committee was provided with a table of all staff members who were on travel status for more than 20 days between January and November 2007. This information is included as annex II of this report. The Committee notes that information provided in the footnote to the table is not fully accurate. The Committee notes an increase in the budget for travel of staff, from $4.2 million in 2006-2007 to $5.3 million in 2008-2009, an increase of 26.1 per cent. **While the Committee acknowledges the importance of travel for functional reasons, it points out that substantial investment has been made in information and communication technology (DP/FPA/2008/1, paras.97-99) and that given the expansion of UNFPA's field presence and its decentralization strategy, the need for staff to travel from the Headquarters should be much reduced. The Committee is also of the view that UNFPA should explore the possibility of using videoconferencing and other electronic means of communication where possible. The Committee recommends that travel expenses be closely monitored and reported in the context of the next budget submission, when the Committee will review the issue.**

V. Disaster Recovery and Business Continuity

20. **The Committee emphasizes the need for UNFPA to liaise with the United Nations Chief Information Technology Officer (CITO) for all programmes relating to its disaster recovery and business continuity.** Upon enquiry, the Committee was informed that UNFPA is a member of the ICT Network of the Chief Executives Board (CEB), which serves as a forum for information and discussion on ICT among organizations of the United Nations system, as is the CITO. Further, the Committee was informed that UNFPA began building disaster recovery and business continuity infrastructure long before creation of the post of CITO, drawing lessons learnt from the experience of other funds and programmes. The disaster recovery and business continuity functions for its Atlas system were outsourced in 2004 after a competitive bidding process. The Atlas production environment and the Disaster Recovery site are hosted in Tempe, Arizona and in Denver, Colorado, both in the United States of America. UNFPA is currently in the process undertaking a comprehensive study of its business continuity requirements with the assistance of a private company. Any existing or new United Nations facilities for disaster recovery and business continuity under the aegis of the CITO will be fully explored in the implementation of the emerging recommendations of the comprehensive study. **The Committee recommends that UNFPA include the recurrent and non-recurrent expenditure relating to its disaster recovery and business continuity activities as separate items in its next biennial support budget. Further, the Committee recommends that UNFPA seek advice from the CITO before any further development in this area.**

VI. After Service Health Insurance (ASHI)

21. Upon enquiry, the Committee was informed that the ASHI liability of UNFPA stood at $61.6 million by 31 December 2005, the date of the latest biennial assessment. Of this total, $22.5 million has been funded. UNFPA proposes to fund the remaining $39.1 million progressively over a number of years. UNFPA estimates that a 4 per cent surcharge should effectively cover the

annual increase in the liability. A revised estimate would be available after the next assessment as of 31 December 2007.

VII. Security costs and reserve

22. As indicated in paragraph 122 and supplementary table VII of the support budget, the Committee notes that the proposed security requirements for the biennium 2008-2009 total $7.3 million, an increase of $2.2 million or 42 per cent from the appropriation for 2006-2007. Upon enquiry, the Committee was informed that $1.3 million of the proposed increase is related to posts, both at the headquarters and in the field, intended to strengthen the security function. These include three new P4 posts (one Deputy Security Coordinator at headquarters and two Regional Security Advisers), one new G7 and one reclassification from P4 to P5 (Senior Security Coordinator). Another $0.9 million relates to centrally managed costs at headquarters.

23. In the draft decision in paragraph 124 of the support budget, UNFPA requests the Executive Board to authorize additional funding of $2.4 million from regular resources to replenish the security reserve. Upon enquiry, the Committee was informed that the security reserve was established in 2004 at a level of $6.8 million. Utilization of the reserve is disclosed in the financial statement and reported to the Executive Board annually. The request for the biennium 2008-2009 follows the practice of a previous replenishment of $4.7 million for 2006-2007 approved by the Executive Board in its decision 2005/37.

VIII. Operational Reserve

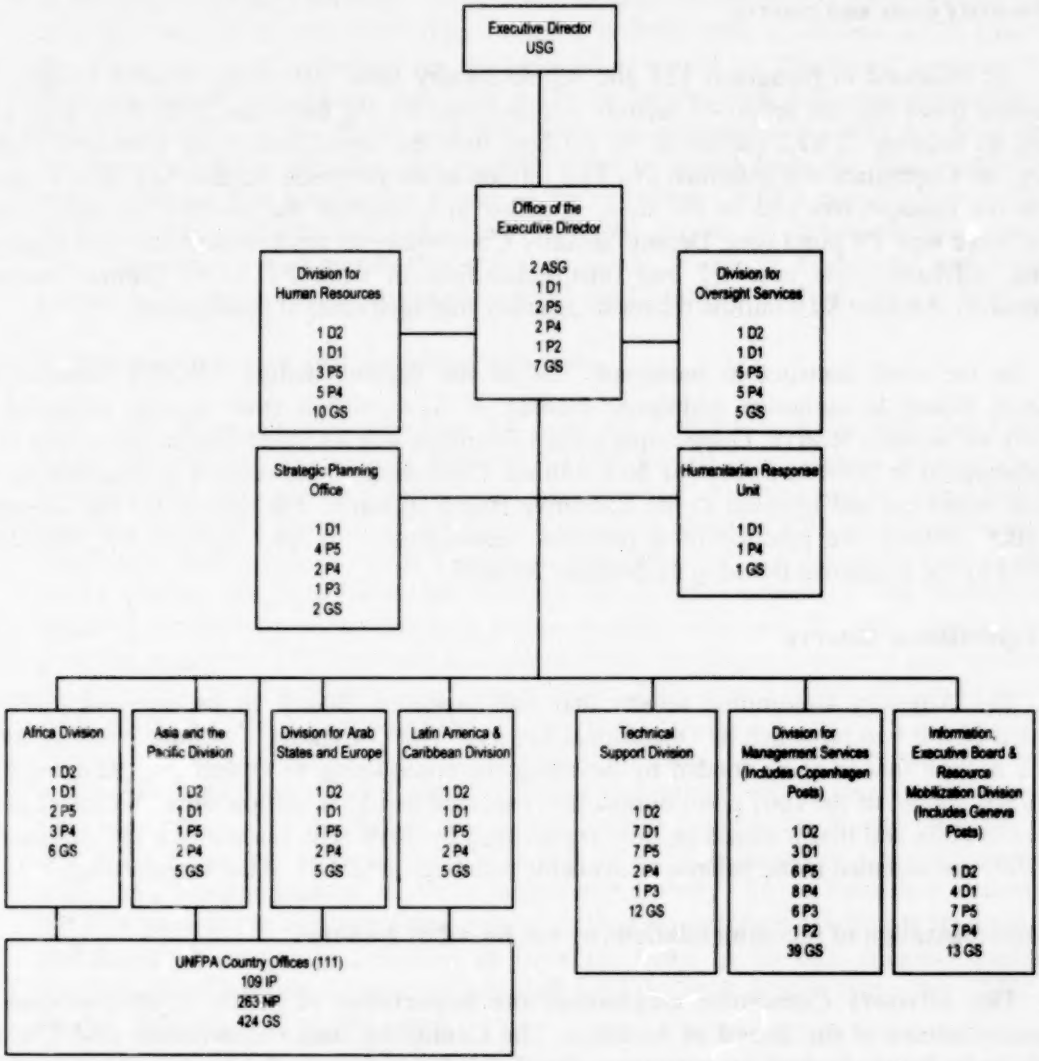
24. The Advisory Committee recalls that the Executive Board, in its decision 2007/43, requested UNFPA to replenish its Operational Reserve. The Committee was informed that out of the $11 million that is being funded by deferring the contribution to Operational Reserve, $8.8 million will be out of the 2007 contribution. It is expected that $5.6 million would be added to the Reserve in 2008 and that it would be fully replenished by 2010. The amounts for the Reserve for 2008-2009 are included in the balance of available resources in table 1 of the support budget.

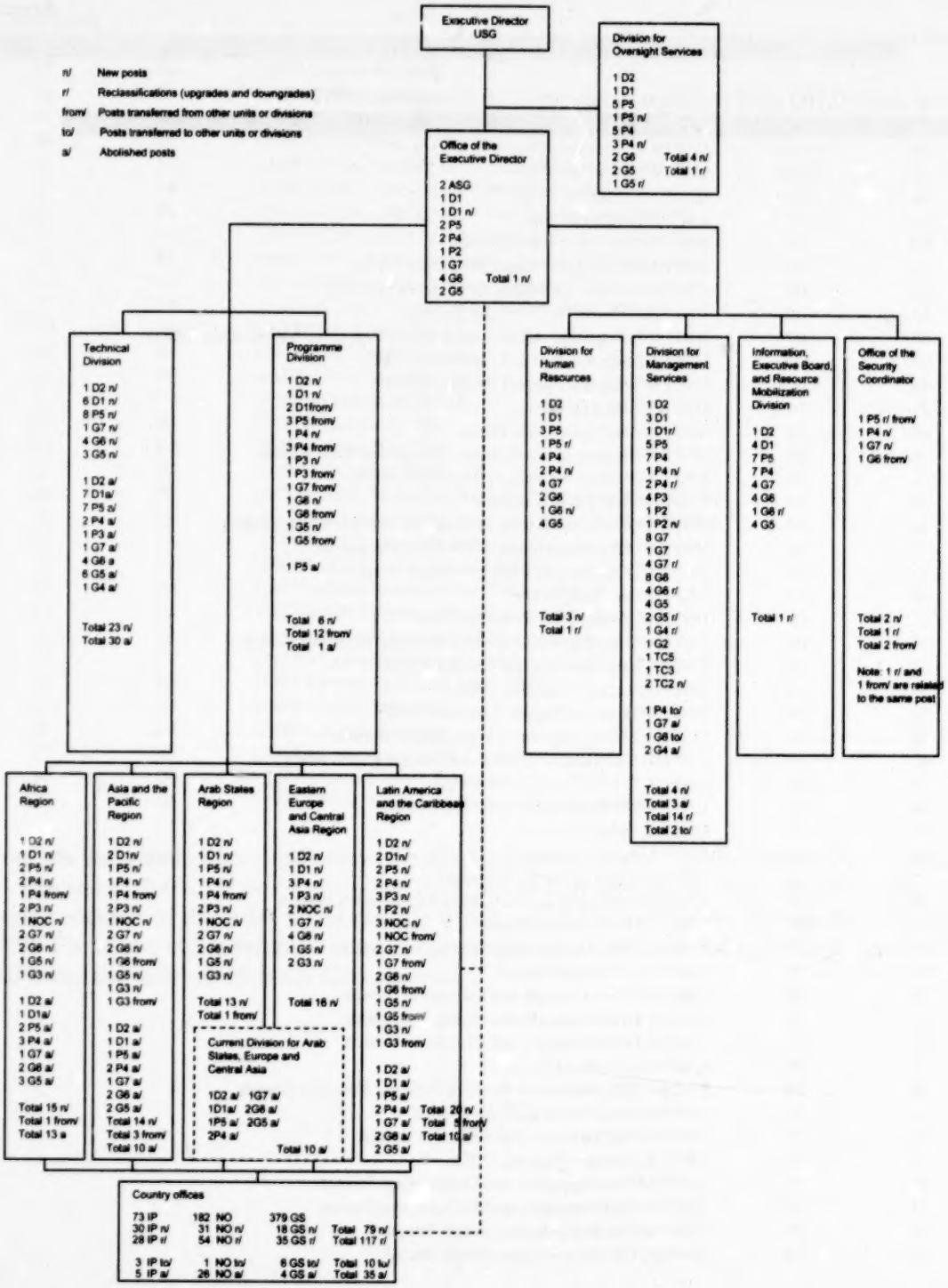
IX. Implementation of recommendations by the Board of Auditors

25. **The Advisory Committee emphasizes the importance of timely implementation of recommendations of the Board of Auditors. The Committee also recommends that UNFPA include in its future budget presentations detailed information on the implementation of the Board's recommendations.**

Annex I

UNFPA Organizational Chart – approved for 2006-2007




n/ New posts
r/ Reclassifications (upgrades and downgrades)
from/ Posts transferred from other units or divisions
to/ Posts transferred to other units or divisions
a/ Abolished posts
Executive Director USG
Division for Oversight Services
1 D2
1 D1
5 P5
1 P5 n/
5 P4
3 P4 n/
2 G6 Total 4 n/
2 G5 Total 1 r/
1 G5 r/
Office of the Executive Director
2 ASG
1 D1
1 D1 n/
2 P5
2 P4
1 P2
1 G7
4 G6 Total 1 n/
2 G5
Technical Division
1 D2 n/
6 D1 n/
8 P5 n/
1 G7 n/
4 G6 n/
3 G5 n/
1 D2 a/
7 D1a/
7 P5 a/
2 P4 a/
1 P3 a/
1 G7 a/
4 G6 a
6 G5 a/
1 G4 a/
Total 23 n/
Total 30 a/
Programme Division
1 D2 n/
1 D1 n/
2 D1from/
3 P5 from/
1 P4 n/
3 P4 from/
1 P3 n/
1 P3 from/
1 G7 from/
1 G6 n/
1 G6 from/
1 G5 n/
1 G5 from/
1 P5 a/
Total 6 n/
Total 12 from/
Total 1 a/
Division for Human Resources
1 D2
1 D1
3 P5
1 P5 r/
4 P4
2 P4 n/
4 G7
2 G6
1 G6 n/
4 G5
Total 3 n/
Total 1 r/
Division for Management Services
1 D2
3 D1
1 D1r/
5 P5
7 P4
1 P4 n/
2 P4 r/
4 P3
1 P2
1 P2 n/
8 G7
1 G7
4 G7 r/
8 G6
4 G6 r/
4 G5
2 G5 r/
1 G4 r/
1 G2
1 TC5
1 TC3
2 TC2 n/
1 P4 to/
1 G7 a/
1 G6 to/
2 G4 a/
Total 4 n/
Total 3 a/
Total 14 r/
Total 2 to/
Information, Executive Board, and Resource Mobilization Division
1 D2
4 D1
7 P5
7 P4
4 G7
4 G6
1 G6 r/
4 G5
Total 1 r/
Office of the Security Coordinator
1 P5 r/ from/
1 P4 n/
1 G7 n/
1 G6 from/
Total 2 n/
Total 1 r/
Total 2 from/
Note: 1 r/ and 1 from/ are related to the same post
Africa Region
1 D2 n/
1 D1 n/
2 P5 n/
2 P4 n/
1 P4 from/
2 P3 n/
1 NOC n/
2 G7 n/
2 G6 n/
1 G5 n/
1 G3 n/
1 D2 a/
1 D1a/
2 P5 a/
3 P4 a/
1 G7 a/
2 G6 a/
3 G5 a/
Total 15 n/
Total 1 from/
Total 13 a
Asia and the Pacific Region
1 D2 n/
2 D1n/
1 P5 n/
1 P4 n/
1 P4 from/
2 P3 n/
1 NOC n/
2 G7 n/
2 G6 n/
1 G6 from/
1 G5 n/
1 G3 n/
1 G3 from/
1 D2 a/
1 D1 a/
1 P5 a/
2 P4 a/
1 G7 a/
2 G6 a/
2 G5 a/
Total 14 n/
Total 3 from/
Total 10 a/
Arab States Region
1 D2 n/
1 D1 n/
1 P5 n/
1 P4 n/
1 P4 from/
2 P3 n/
1 NOC n/
2 G7 n/
2 G6 n/
1 G5 n/
1 G3 n/
Total 13 n/
Total 1 from/
Current Division for Arab States, Europe and Central Asia
1D2 a/ 1G7 a/
1D1a/ 2G6 a/
1P5 a/ 2G5 a/
2P4 a/
Total 10 a/
Eastern Europe and Central Asia Region
1 D2 n/
1 D1 n/
3 P4 n/
1 P3 n/
2 NOC n/
1 G7 n/
4 G6 n/
1 G5 n/
2 G3 n/
Total 16 n/
Latin America and the Caribbean Region
1 D2 n/
2 D1n/
2 P5 n/
2 P4 n/
3 P3 n/
1 P2 n/
3 NOC n/
1 NOC from/
2 G7 n/
1 G7 from/
2 G6 n/
1 G6 from/
1 G5 n/
1 G5 from/
1 G3 n/
1 G3 from/
1 D2 a/
1 D1 a/
1 P5 a/
2 P4 a/ Total 20 n/
1 G7 a/ Total 5 from/
2 G6 a/ Total 10 a/
2 G5 a/
Country offices
73 IP 182 NO 379 GS
30 IP n/ 31 NO n/ 18 GS n/ Total 79 n/
28 IP r/ 54 NO r/ 35 GS r/ Total 117 r/
3 IP to/ 1 NO to/ 6 GS to/ Total 10 to/
5 IP a/ 26 NO a/ 4 GS a/ Total 35 a/

Annex II

Staff Travel

Travel days of HQ staff members 1 January – 20 November 2007

Total Days	Grade	Department
88	USG1	UNFPA/Executive Office
76	ASG1	UNFPA/Executive Office
65	ASG1	UNFPA/Executive Office
143	D2	UNFPA/Africa Division
143	D2	UNFPA/Asia and Pacific Division
30	D2	UNFPA/Division for Human Resources (DHR)
53	D2	UNFPA/Division for Management Services(DMS)
50	D2	UNFPA/Division for Oversight Services
62	D2	UNFPA/Information and Executive Board Resources Mobilization (IERD)
63	D2	UNFPA/Latin America and Caribbean (LAC)
49	D2	UNFPA/Technical Support Division (TSD)
57	D1	UNFPA/Africa Division
38	D1	UNFPA/Asia/India - New Delhi
26	D1	UNFPA/Division for Arab States, Europe and Central Asia
21	D1	UNFPA/Division for Human Resources (DHR)
28	D1	UNFPA/DMS/Finance Branch
35	D1	UNFPA/DMS/Management Information Services Branch (MIS)
27	D1	UNFPA/DMS/Procurement & Facilities Management
22	D1	UNFPA/DOS/Oversight and Evaluation Branch
40	D1	UNFPA/Executive Office
85	D1	UNFPA/Humanitarian Response Unit
24	D1	UNFPA/IERD/Executive Board & External Relations Branch
20	D1	UNFPA/Latin America and Caribbean (LAC)
34	D1	UNFPA/Strategic Planning Office
54	D1	UNFPA/Technical Support Division (TSD)
58	D1	UNFPA/TSD/Commodities Management Branch
42	D1	UNFPA/TSD/Gender, Culture and Human Rights Branch
87	D1	UNFPA/TSD/HIV-AIDS BRANCH
66	D1	UNFPA/TSD/Reproductive Health Branch
52	P5	UNFPA/Africa Division
40	P5	UNFPA/Africa Division
55	P5	UNFPA/Asia and Pacific Division
34	P5	UNFPA/DHR/Learning and Career Management Branch
21	P5	UNFPA/DMS/Finance Branch
29	P5	UNFPA/DMS/Management Information Services Branch (MIS)
30	P5	UNFPA/DOS/Audit Branch
73	P5	UNFPA/DOS/Oversight and Evaluation Branch
64	P5	UNFPA/DOS/Oversight and Evaluation Branch
63	P5	UNFPA/DOS/Oversight and Evaluation Branch
41	P5	UNFPA/Executive Office
20	P5	UNFPA/IERD/Executive Board & External Relations Branch
28	P5	UNFPA/IERD/Media Services Branch
35	P5	UNFPA/IERD/Resource Mobilization Branch
21	P5	UNFPA/Strategic Planning Office
80	P5	UNFPA/TSD/Population and Development Branch
57	P5	UNFPA/TSD/Population and Development Branch
38	P5	UNFPA/TSD/Reproductive Health Branch
29	P5	UNFPA/TSD/Reproductive Health Branch

Continued:

Total Days	Grade	Department
63	P4	UNFPA/Africa Division
34	P4	UNFPA/Africa Division
41	P4	UNFPA/Asia and Pacific Division
74	P4	UNFPA/Asia/Nepal - Kathmandu
57	P4	UNFPA/DHR/Learning and Career Management Branch
31	P4	UNFPA/DHR/Learning and Career Management Branch
26	P4	UNFPA/DHR/Learning and Career Management Branch
57	P4	UNFPA/Division for Arab States, Europe and Central Asia
50	P4	UNFPA/Division for Arab States, Europe and Central Asia
26	P4	UNFPA/Division for Human Resources (DHR)
24	P4	UNFPA/DMS/Procurement & Facilities Management
149	P4	UNFPA/DOS/Audit Branch
96	P4	UNFPA/DOS/Audit Branch
86	P4	UNFPA/DOS/Audit Branch
71	P4	UNFPA/DOS/Audit Branch
42	P4	UNFPA/Executive Office
27	P4	UNFPA/Executive Office
20	P4	UNFPA/Executive Office
40	P4	UNFPA/IERD/Executive Board & External Relations Branch
39	P4	UNFPA/IERD/Executive Board & External Relations Branch
32	P4	UNFPA/IERD/Media Services Branch
20	P4	UNFPA/IERD/Media Services Branch
22	P4	UNFPA/IERD/Resource Mobilization Branch
22	P4	UNFPA/IERD/Resource Mobilization Branch
43	P4	UNFPA/Latin America and Caribbean (LAC)
42	P4	UNFPA/Latin America and Caribbean (LAC)
55	P4	UNFPA/Project/Regional Africa (RAF)
57	G7	UNFPA/Africa Division
36	G7	UNFPA/Africa Division
27	G7	UNFPA/Latin America and Caribbean (LAC)
30	G6	UNFPA/DMS/Finance Branch
20	G5	UNFPA/DHR/Learning and Career Management Branch

Note: the information provided covers the headquarters BSB staff for the period from 1 January – 20 November 2007. UNFPA does not have records on number of days travelled prior to the implementation of the Atlas travel module which was rolled out for the headquarters in October 2006. The above information includes local travel in USA, international travel and cancelled trips and hence the information is not fully accurate.